

**METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY
DEPARTMENT OF CODES ADMINISTRATION**

METROPOLITAN MECHANICAL GAS CONTRACTOR APPLICATION FOR REGISTRATION

Name of Licensed Individual _____ Certificate Number _____ Date _____
Home Address _____ () _____
Area Code _____ Home Telephone Number _____
City _____ State _____ Zip Code _____
Please Print Name _____ Signature of Licensed Individual _____

In accordance with the requirements of the Metropolitan Code, Chapter 16.16, Section 780, I/We hereby make application as a Registered Metropolitan Mechanical Gas Contractor.

Firm Name _____

Firm's Address _____ Local/Toll Free Phone No. () _____

City _____ State _____ Zip Code _____ Fax () _____

Will you be employed other than as the License Holder for the above listed firm? _____ (Yes or No)
If so, by whom? _____ Number of hours per week? _____

I hereby certify that the above information is true to the best of my knowledge, and the above Metropolitan Mechanical License holder is employed full time, and I further attest to the validity of the above signature.

Please Print Name _____ Sole Proprietor, Partner, or Corporate Officer must sign here _____

STATE OF _____
COUNTY OF _____

Personally appeared before me, _____, a Notary Public in and for said State and County, the within named, _____ has the authority and thereby executed the within instrument for the purpose therein contained.

Sworn to and subscribed before me this _____ day of _____, 20____
NOTARY PUBLIC _____ My Commission Expires _____

APPROVED _____
Director, Department of Codes Administration Chairman, Board of Mechanical Examiners
Date _____ Date _____

Licenses and Insurance Required: State General Contractors License Number _____
Davidson County Business License Number _____
Metropolitan Permit Bond (\$40,000 Bond) _____
(Bond must be in company name – no exceptions)
Certificate of Insurance (\$300,000 General) _____

Incomplete applications will not be accepted. When submitting this Registration, the Bond, Certificate of Insurance and Business License must be attached.

Mail or deliver Registration with required information to:

Department of Codes Administration
800 Second Avenue, South
P.O. Box 196300
Nashville, TN 37219-6300
615-862-6598



**METROPOLITAN MECHANICAL
INSTRUCTIONS FOR REGISTRATION**

Upon successful completion of the **Master Mechanical, HVAC&R or Gas and Appliance Installers** examination, you must complete a Registration form and obtain your license. The license fees are as follows:

Master Mechanical - \$100.00

HVAC & R Installer - \$ 75.00

Gas & Appliance - \$ 75.00

STEP I

To apply for Registration as a Nashville and Davidson County Mechanical Contractor, please complete the "*Application for Registration as a Mechanical Contractor*". The applicant who holds the Master Mechanical, HVAC&R or Gas and Appliance Installers must complete the form.

STEP II

The sole proprietor, partner or corporate officer must sign the Registration form, verifying all information on the Registration form is true, and attest to the validity of the applicant's signature.

STEP III

The Registration form must be notarized by a Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer's signature.

STEP IV

The Board of Mechanical Examiners and Appeals will not approve registration until the following documentation is provided:

- Metropolitan Government/Davidson County Registration Form
- Metropolitan Permit Bond - \$40,000 *(Name on Bond must read exactly as name on State License. Original bond required – no copy or fax copy will be accepted
- Certificate of Insurance, General Liability, minimum amount \$300,000 *Certificate Holder must be Metropolitan Government/Codes Administration, 800 2nd Avenue, South, P.O. Box 196300 Nashville, TN 37219
- Davidson County Business License 615-862-6050
- Local or Toll Free Telephone Number

Incomplete Applications for Registrations will not be accepted

This documentation is to be furnished to the Department of Codes Administration, Administrative Office, before issuance of Mechanical Permits.

STEP V

Once approval is granted, the applicant will be allowed to obtain Mechanical Permits. The individual who holds the Davidson County License, and who is the Registered Applicant must sign any permits obtained.

Mail or deliver Registration with required information to:

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P.O. Box 196300
Nashville TN 37219-6300
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